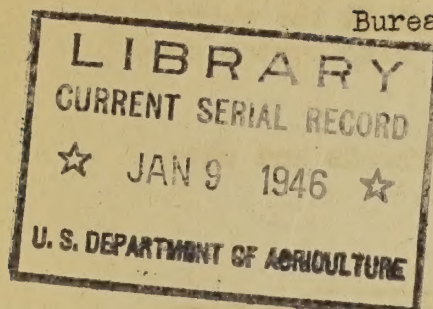


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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Research Administration  
Bureau of Agricultural and Industrial Chemistry  
Washington 25, D. C.



December 26, 1945

BUREAU MEMORANDUM No. 393

Standardization of Stationary and Envelopes  
and Economy in Their Use

MEMORANDUM FOR DIRECTORS OF REGIONAL RESEARCH LABORATORIES, HEADS OF DIVISIONS AND THOSE IN CHARGE OF FIELD STATIONS:

Attached is copy of combined Plant and Operations Circular No. 139, and Office of Information Memorandum No. 65, Revision 1, undated, concerning standardization of stationary and envelopes and economy in their use.

Part I of the Circular restates the policy of the Department with respect to the omission of names of Divisions, sub-units, or other designations of the bureaus from letterheads. Letterheads of this Bureau shall, therefore, continue to be printed showing only the Department, the Administration, and the Bureau name. As indicated in this Circular, addresses, except in cases where the location of the unit is permanent and the volume of correspondence outside of the Government is sufficiently large to warrant it, should not appear on the letterheads. Pursuant to this part of the Circular, street addresses may appear on the letterheads of units of the Bureau located at permanent addresses in the following cities:

New Orleans, Louisiana	Winter Haven, Florida
Weslaco, Texas	Albany, California
Peoria, Illinois	Philadelphia, Pennsylvania
Olustee, Florida	
Los Angeles, California	

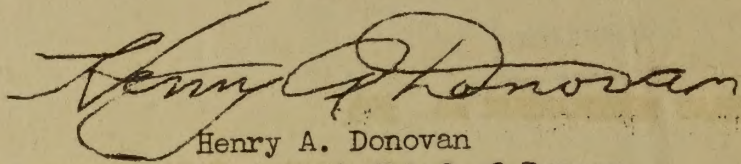
The addresses in the above cases will consist of the street address, where necessary, name of the city, Post Office zone and the State.

Part III of the Circular covers the standardization of envelopes. In this connection, under paragraph 3 it is indicated that envelopes will be printed with the name of the department, followed by the name of the bureau and the words "Official Business," leaving a blank space for the address to be stamped or typed in by the using office. Paragraph 3 also indicates that the address may be printed on the envelope to be used in field offices where locations are permanent and the quantity ordered equals or exceeds the minimum size of order permitted by the Post Office contracts. As in the



case of letterheads, return street addresses may be included on the envelopes used by the laboratories and divisions located in the above listed cities, and the street address where necessary, city postal zone and State may be shown thereon.

As noted in this circular, all present stocks of letterheads and envelopes should be used before the new stocks are ordered.

A handwritten signature in dark ink, appearing to read "Henry A. Donovan". The signature is fluid and cursive, with the first name "Henry" being particularly prominent.

Henry A. Donovan  
Assistant Chief of Bureau

Enclosure